

State Trial Courts  
Jury Assembly Room  
Metro Courthouse, Ground Floor  
Nashville, TN 37201

# JURY SUMMONS

**JURY SUMMONS OPEN IMMEDIATELY**

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<p><b>PLEASE BRING THIS UPPER SECTION WITH YOU WHEN YOU REPORT FOR JURY DUTY</b></p>	<p>You are hereby notified that you have been selected for jury service in the State Trial Courts of Davidson County, State of Tennessee. You are ordered to be on call for jury duty for a one week period or until excused, commencing:</p>
<p>STATE TRIAL COURTS</p> <p><b>JUROR</b></p>	<p>Your Group Number: _____</p> <p>Your Juror Number: _____</p> <p>TURN OVER FOR FURTHER INSTRUCTIONS</p>

**JUROR QUALIFICATION FORM**  
**DETACH THIS HALF AND RETURN BY MAIL WITHIN 10 DAYS**

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ANSWER EACH QUESTION BELOW UNDER PENALTY OF PERJURY.

1. Are you a citizen of the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name: _____
2. Are you currently a resident of Davidson County?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Address: _____
3. Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	City/State/Zip: _____
4. Do you read, write, speak and understand the English language? (If another person filled out this form, please provide their name, address and the reason in the space provided below.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Home Phone: _____
5. Have you ever been convicted or plead guilty to theft or any felony offense?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Birth: _____
6. Do you have a physical or mental disability that would interfere with or prevent you from serving as a juror? (If "Yes" please explain.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employer: _____
7. Are you 65 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Occupation: _____
8. If you answered yes to Question #7, do you wish to be excused from jury duty?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Work Phone: _____
		Spouse's Occupation: _____

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### REQUEST TO BE EXCUSED/POSTPONED

Please use the space provided below to state your reason to be deferred or excused from jury service. The only grounds to be excused from jury duty are extreme hardship and serious medical situations. Inconvenience or work hardship are not adequate reasons to be excused from jury duty. If you operate a sole proprietorship or you are self-employed, you are exempt from jury duty. Please write below if you are self-employed. You must complete this section and return this form within ten (10) days. **Requests to be excused or have your jury service postponed will not be considered by phone.** You must also include a letter from your doctor if you are requesting to be excused for medical reasons. **If you do not receive further notice, your request has been granted.**

If you need to be deferred, please list two (2) separate weeks in which you could serve. If your request is granted, you will receive confirmation and instructions by mail.

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**INFORMATION ABOUT JURY SERVICE**

**QUALIFICATION FORM:** You must complete the enclosed Juror Qualification Form and return it to the Court Administrator's Office within ten (10) days. If you do not return this form within ten (10) days, you may be summoned to report to this office at your own expense to complete this form. **YOU WILL RECEIVE A FOLLOW-UP LETTER IF YOU ARE QUALIFIED FOR JURY DUTY. IF YOU DO NOT RECEIVE A LETTER, DO NOT REPORT FOR JURY DUTY.**

**POSTPONEMENT/EXCUSED PROCEDURE:** The only grounds to be excused from jury duty are extreme hardship and serious medical situations. Work inconvenience is not an adequate reason to be excused from jury duty. If you wish to be excused from jury duty, or have your jury service postponed, please complete the enclosed form and return it within ten (10) days. You must include a letter from your doctor if you are requested to be excused for medical reasons.

**TELEPHONE CALL-IN SYSTEM:** Davidson County sometimes uses a "call-in" system to inform jurors when to appear at the Metro Courthouse for jury duty. If you receive a notification letter, it may instruct you to call to see if you are needed for jury duty or it may instruct you to report in person for jury duty. You will be identified by your "Group Number" and "Juror Number" which can be found on the other side of this form. If you forget to call, or if you need additional information, please call the Jury Coordinator's Office at (615) 862-5295.

**LENGTH OF SERVICE:** Jurors in Davidson County are on call for one (1) week. You may be asked to report each day during this period. If you are selected to serve on a case lasting longer than one week, you will be required to do so. You will be notified by mail before your first day of service.

**PAY:** You will be paid \$10.00 per day for each day you report as a prospective juror. This payment is intended to cover your expenses and will be sent to your home address. It usually takes approximately three (3) weeks to receive your check. If you are employed on a regular basis, and your place of work has more than five (5) employees, your employer is required to pay your salary while you serve on jury duty. Your employer may withhold your jury pay from your regular wages. You must notify your employer that you have been summoned as a prospective juror. When you report for jury duty, you may ask for a certificate of attendance if your employer requires one.

**PARKING:** You will receive a juror parking permit along with your qualification letter. This permits allows you to park at the Metro Justice Parking Center at a discount rate of \$1.00 per day. The Metro Justice Parking Center is located on 2nd Avenue behind the Ben West Building, across the street from the Metro Courthouse. Please keep your permit visible in the front windshield of your car while you are at the Courthouse on jury duty.

**PRIOR JURY SERVICE:** If you have served on jury duty in the Chancery, Circuit, or Criminal Courts within the last three (3) years, you may be excused from jury duty. Please notify the Jury Coordinator at 862-5295 if you have served on jury duty within the last three (3) years.

**DETACH BOTTOM HALF AND MAIL WITHIN 10 DAYS**

**SEAL WITH TAPE**

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PLACE  
STAMP  
HERE

CHECK HERE IF ADDRESS IS NEW

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